

**For Microsoft Internal Purposes:**  
Confirmation Number

Master School Agreement Number

## School Agreement – Subscription Order Form

Your agreement is comprised of the overview page, general terms and conditions, the subscription order form(s), and license rights. The terms of these parts are incorporated by this reference. Except as otherwise defined, terms used in this subscription order form have the meanings assigned in the overview page or elsewhere in your agreement.

This subscription order form is part of your agreement and allows you to have your users run software during the licensed period according to the terms of your agreement. Complete and submit two original copies of the subscription order form with your purchase order number to your reseller and keep a copy of this order for your records. We will process your order when received from your reseller and then we will send you a letter with i) your confirmation number, ii) the number of eligible PCs you have enrolled, iii) the number of students you have enrolled, iv) the products you have identified, and v) the licensed period. We will invoice your reseller and you will pay your reseller the amount on their invoice.

By signing below, i) you represent that the information you provide on this order form is accurate and correct, and ii) you acknowledge and agree that you have read and understood the terms of this order form and of the parts which are incorporated by the reference in the box left, and iii) you agree to be bound by the same.

<b>Your Institution's Name</b>	
By: (Signature)	Date:
Name: (Print)	Title:

### 1. Notices Information (For you to complete)

We will send any notices to the contact information listed below. You will notify us in writing if your contact name or address changes. Should you need to contact us, our contact information is located in the license rights section of this agreement.

Your Institution's Name	Contact Name
Your Purchase Order Number	Contact Title
Street Address	Phone Number
City and State / Province	Fax Number
Country and Postal Code	Email Address (Required - This person will receive regular updates from us)

<input type="checkbox"/>	Check if you are renewing coverage
<input type="text"/>	Enter Previous Agreement Number

## 2. Designating Users (For you to complete)

Your users may consist of all teachers, staff, administrators, and students who have access to the eligible PCs.

Check the portion of your organization that is participating in this order below:

☐  
☐

My entire school is participating in this order below.

One or more schools in a district are participating in this order below.

In cases where you are enrolling one or more schools in a district, attach a list of school names and their respective eligible PC counts on a separate piece of paper.

**Eligible PC Calculation Table.** Use this table to calculate the total number of eligible PCs in your institution. You must count all of the PCs on line 1 below. For line 2 you need only count those PCs that you choose to run the software on.

<b>1</b>	100% of all Pentium, PowerMac, iMac (or equivalent or better)	
<b>2</b>	286, 386, 486, other Apple, Unix or devices that you will run the software on	
<b>3</b>	<b>Total Eligible PCs</b> (Add rows 1 & 2)	

**Student Option.** In order to qualify for this student option, you must first license the school(s) that enroll your students on this order form, as instructed above. To license your students the right to run the software on their own PCs or school-owned PCs that are assigned for individual, dedicated student use, you must specify the number of students you wish to enroll in the table below. You may not change the number of students enrolled during the licensed period.

<b>Total number of students:</b>	
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### 3. Software Products (For you to complete)

This agreement grants you the right during the licensed period to run copies of the software products selected below. Place an **X** by the products in the box below you wish to run during the licensed period for the total number of PCs and students that you designated in section 2. The selection of products selected for eligible PCs may differ from the selection for students, but the selection for each must separately meet a minimum of 300 units for us to accept this order.

**Software Products Table.**

Products		Eligible PCs	Students
*Microsoft School Desktop (consisting of Office Pro, Windows Upgrade and Core CAL**)			
Microsoft Office Professional			
Microsoft Windows Operating System Upgrade			
Microsoft Core Client Access License**			
Microsoft FrontPage			
Microsoft Project			
Microsoft Publisher			
Microsoft Visual Studio Professional			
Microsoft Windows Pro Step by Step Interactive Press			
Microsoft Web Publishing Step by Step Interactive Press			
Microsoft Encarta Reference Suite			
Microsoft Visio Professional			
Microsoft Encarta Class Server Client Access License			
Scholastics Magic School Bus			
<b>1</b>	<b>Total Products:</b> Add the total number of products selected above		
<b>2</b>	<b>Total Users:</b> Enter the eligible PC and student count from Section 2		
<b>3</b>	<b>Total Units:</b> Multiply total products by total users (multiply row 1 by row 2)		

\*If you choose all three products, check this one instead of the three individual products.

\*\* If a subscription order form is submitted prior to 10/1/01, BackOffice CAL is substituted for Core CAL.

#### 4. Media Kit (For you to complete.)

We will automatically ship one media kit, including updates, for the software in **up to two languages** you designate in the table below. For each language you wish to receive, mark the corresponding box with an **X**. Complete the shipment contact information address section to identify who will receive the media kit.

- Your media kit may include software that you are not licensed to have your users run.
- You may install only the software that your users are licensed to run during the licensed period.
- Not all software titles are available in all languages.
- Your media kit may not include all the software that your users are licensed to run. For a complete list of the contents of the kit, go to <http://selectug.mslicense.com/>.
- If you would like to receive additional media kits, you may order them through your reseller for a fee.

☐ Check here if you already have the current media and do NOT wish to receive a new set. You will continue to receive updates for this new licensed term.

Language  (Note: Only English and French are available through 9/30/01.)	Choose 1 or 2 with an “X”
English	
Int'l English/Multi-language	
Arabic	
Brazilian Portuguese	
Chinese-Simplified	
Chinese-Traditional	
English, ChnSimp, ChnTrad	
Czech	
Danish	
Dutch	
Finnish	
French	
German	
Greek	
Hebrew	
Hungarian	
Italian	
Japanese	
Korean	
Norwegian	
Polish	
Portuguese	
Russian	
Spanish	
Swedish	
Thai	
Turkish	

Shipment Contact Information
Institution Name
Contact Name
Street Address
City, State, Province and Postal Code
Country
Phone Number
Fax Number
Email Address

## 5. Term

**Licensed Period.** This subscription order form will remain in effect during the licensed period. The licensed period begins on the date of our letter to you confirming this subscription order form and expires twelve full calendar months later, unless earlier terminated as provided in the general terms and conditions.

## 6. Resellers and Distributors

You must choose a reseller in your area. A reseller is an Authorized Education Reseller ("AER") that we have authorized to distribute software under your agreement in your region. If, at any time during the licensed period you wish to terminate the relationship with your designated reseller, or if we discontinue the reseller's status as a reseller, you must choose another reseller. If you intend to change your reseller, you must notify us and the current reseller, in writing, at least 30 days in advance.

### a. Reseller and Distributor Information (For the reseller and distributor to complete.)

Reseller to complete this column	Distributor to complete this column
Reseller Name	Distributor Name
Headquarters Street Address	Headquarters Street Address
City and State / Province	City and State / Province
Country and Postal Code	Country and Postal Code
Contact Name and Title	Contact Name and Title
Phone Number	Phone Number
Fax Number	Fax Number
Email Address	Email Address
Indirect Partner Purchase Order Number	

**b. Billing Information: (For the distributor to complete)**

Direct Partner Purchase Order Number:

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Direct Partner Billing Customer Number:

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### Part Number and Price Information:

Insert the Microsoft part number and price information to be billed for the TOTAL number of eligible PCs and students entered in section 2 of the subscription order form. The part number and price level information required below is available to the Direct Partner on the School V3.0 price list.

[illegible]

The above price level will be extended to your reseller during the licensed period. Your signature below acknowledges that the above price level has been reviewed and agreed to by your reseller, subject to the terms and conditions of its agreement with us.

**The undersigned confirms that the reseller and distributor information is correct.**

**(For the reseller and/or distributor to complete and sign.)**

Name of Reseller: _____	Name of Distributor: _____
By: _____ (signature)	By: _____ (signature)
Name _____ (printed)	Name: _____ (printed)
Title: _____ (printed)	Title: _____ (printed)
Date: _____	Date: _____